

REQUEST FOR PROPOSALS
FOR FIRE DEPARTMENT STUDY
RFP #B2024-FD-03

Town of Seabrook, New Hampshire



REQUEST FOR PROPOSALS # B2024-FD-03

The Town of Seabrook invites qualified firms to submit a proposal for consulting services to prepare a comprehensive staffing study for the Seabrook Fire Department in accordance with the attached specifications, terms, and conditions. Prospective respondents are advised to read this information carefully prior to submitting a proposal.

Five (5) copies of the proposal must be submitted in a sealed envelope plainly marked:

*RFP # B2024-FD-03
Fire Study
Town Managers Office
Town of Seabrook
C/o Shaylia Wood
99 Lafayette Rd
Seabrook, NH 03874*

*All proposals/bids must be received by Thursday, April 11, at 2:00 pm EST.
Bids will be opened publicly immediately after the deadline.*

REQUEST FOR PROPOSALS
FOR FIRE DEPARTMENT STUDY
RFP #B2024-FD-03

The Town of Seabrook seeks the services of a qualified consulting firm to study, report on, and make recommendations to the Seabrook Board of Selectmen on staffing levels and overtime utilization in the Seabrook Fire Department.

BACKGROUND

The Town of Seabrook is located in Rockingham County, NH. The population was 8,401 people at the 2020 census. The Town's land area is 9.66 square miles. Seabrook is situated in the Greater Boston metropolitan statistical area and has a nuclear power plant and a thriving commercial district that draws customers from the entire region. Seabrook Beach borders Hampton, New Hampshire, and Salisbury, Massachusetts, and is approximately one mile of land. It has an expanding population of year-round residents as well as a significant influx of seasonal residents.

The Seabrook Fire Department has one firehouse, sixteen Firefighters, four Captains, a Deputy Fire Chief, and a Chief of Fire, for a total contingent of 22 Firefighters. There are four radio alarm operators. Seabrook Fire provides full EMS service with three ambulances. Seabrook Firefighters also provide the EMS service.

SCOPE OF WORK

At a minimum, the Consultant shall conduct the tasks cited below.

1. Evaluate the current staffing model and its ability to provide Fire and EMS service to the residents of Seabrook in a safe, effective, and efficient way, as well as ensure the safety of Fire personnel. The utilization of ISO and NFPA standards should be considered in this evaluation. Recommend appropriate staffing level for Seabrook Fire and analysis of current organizational structure, including Fire Prevention services.
2. Evaluate overtime utilization under the current staffing model and collective bargaining obligations and analyze and report on methodologies to potentially decrease overtime utilization, including the impacts on overtime utilization of recommended staffing changes analyzed in task one. Such analysis should include but not be limited to the call-back policies currently utilized upon the dispatch of the first ambulance, as well as the policy on the dispatch of a support vehicle for ambulance calls.
3. Analyze and report on-call data by working with the Fire Chief and staff. Such analysis should include:
 - a) The impact of population growth and commercial growth on the quantity of calls for service.
 - b) Break down the calls for service between residential and commercial property classes, as well as by category of call (medical, fire, emergency, non-emergency).
 - c) Analysis of current policies on frequent callers for service that may not be “emergency related.”

REQUEST FOR PROPOSALS
FOR FIRE DEPARTMENT STUDY
RFP #B2024-FD-03

- d) Analysis and recommendations on call data software that can report data with more detail than the current software. The current software is IMC.

PROJECT MANAGEMENT AND RESPONSIBILITIES

The Consultant will work closely with the Fire Chief, Town Manager, and Town staff. The Town Manager will serve as the primary contact and coordinator between the Town, the Fire Chief and Fire staff, and the Consulting Firm. Other Town staff will be available as necessary.

The Town of Seabrook will:

- Provide existing documentation to the Consultant as requested, within reasonable expectations and costs.
- Assist with human and technical resources as needed to facilitate timely progress.
- Schedule, coordinate, and make necessary arrangements for other Plan-related meetings.

SELECTION

The Town of Seabrook will review the submitted proposals and conduct interviews. The Consultant shall address the proposed scope of services, including the approach, personnel who will do the work, in-house technical review capabilities, and ability to meet the project schedule.

The proposals shall discuss in sufficient detail the steps the Consultant will take to achieve the desired results. That discussion shall be necessary for the selection process. The Town of Seabrook reserves the right to solicit additional information from the Consultant or their references. Each responding Consultant will be ranked according to the Town's proposal evaluation, qualifications based on experience, and other information furnished, including cost.

The Town will use the following criteria in evaluating the proposals:

1. A successful record in completing similar projects.
2. The quality and depth of the Consultant team's applicable experience and expertise, especially with similar projects.
3. Resumes of the personnel assigned to this project, including relevant experience.
4. The timeliness of the proposed schedule and the ability of the consultant team to complete the work as scheduled based on current and projected workload.
5. The quality of oral presentation, if any, and submitted example report.
6. Quality of references.
7. Other applicable factors as the Town determines necessary or appropriate.

REQUEST FOR PROPOSALS
FOR FIRE DEPARTMENT STUDY
RFP #B2024-FD-03

RESPONSE TO REQUEST FOR PROPOSAL

Consultants' response to this RFP must include a detailed, step-by-step description of the methodology intended for performing the defined scope of work. This description shall include:

- Letter of Transmittal: Briefly describe your firm, its history, size, and areas of expertise.
- Project Specifications: Describe in detail the services your firm will provide and the methodology you will use, specifically addressing how the points outlined in the scope will be met.
- Include the following information:
 - Experience with similar projects for other clients, particularly in New Hampshire, for the past five (5) years with references, contact names, and telephone numbers.
 - A complete copy of the final report from the project your firm has completed within the past five (5) years that is the most like this project.
 - Statement of availability and location of key personnel.
- Timeline: Provide a timeline that shows the estimated time of completion for this project.
- Subcontractors: Allowed only with the express permission of the Town.
- Price Proposal
- Additional materials are welcome and may be submitted; however, the Town reserves the right to decide without regard to any additional information submitted by any firm. The Town reserves the right to require additional supplemental materials to determine which proposal best meets the needs of the Town. Suppose such materials are requested from any one firm. In that case, all firms remaining under consideration will be given the opportunity to provide similar materials but will not be required to do so. Any firm may withdraw a proposal at any time prior to the execution of a contract without prejudice and without any reimbursement from the Town for any expenses that may be incurred at any time.

INTENTION TO BID / ADDENDA

Bidders who want to participate in the RFP are urged to submit an Intention to Bid form to receive addendums and possible additional information. Intention to Bid forms can be found on the Town website at www.Seabrooknh.info/procurement. Completed Intention to Bid forms and questions may be emailed to the Chief Procurement Officer at Swood@seabrooknh.org. All questions shall be submitted in writing to only the Chief Procurement Officer at the above address a minimum of 7 days prior to the scheduled bid closing. The Chief Procurement Officer will then forward both the questions and the Town's response to the questions to all prospective bidders. If it becomes necessary to revise any part of the RFP, addenda will be provided by email and on the Town website at www.Seabrooknh.info/procurement. Deadlines for submission of RFPs may be adjusted to allow for revisions. To be considered, original proposals with amended proposals must be submitted before the date and time specified.

REQUEST FOR PROPOSALS
FOR FIRE DEPARTMENT STUDY
RFP #B2024-FD-03

SUBMISSIONS

Submissions must be signed by an official authorized to bind the Contractor to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

“The undersigned certifies under penalties of perjury that this bid is bona fide, fair, and made without collusion or fraud with any other person. As used in this section, the word "person" means any natural person, joint venture, partnership, corporation, or other business or legal entity.”

(Authorized Signature)

(Date)

(Company) & (Title)

All proposals/bids must be received by Thursday, April 11, 2024, at 2:00 pm EST. and will be opened publicly immediately after. Five (5) copies of the proposal must be submitted in a sealed envelope plainly marked:

***RFP # B2024-FD-03
Fire Study
Town Managers Office
Town of Seabrook
C/o Shaylia Wood
99 Lafayette Rd
Seabrook, NH 03874***

The Town of Seabrook, New Hampshire, is an equal opportunity employer. All qualified Statement of Qualifications will be considered regardless of race, color, religion, creed, age, gender, or national origin.

